NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

Tribal Colleges Equity Program

CONTINUATION APPLICATION GUIDELINES – FY 2011

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.221.

DATES: Applications must be received on January 28, 2011 (**5:00 p.m. Eastern Time**)

NIFA often issues requests for applications (RFAs) that contain information divided in eight parts. All information in the eight parts is not necessary for requesting applications for these funds, however, the unnecessary parts are included herein and are denoted by "Reserved," in order to maintain the overall RFA structure for reference to RFAs by other documents.

PART I – FUNDING OPPORTUNITY DESCRIPTION

When applicants receive a continuation grant the funding agency makes the award with the intention of providing additional support at future dates, typically on an annual basis. The original application outlines what funding is requested for each year in the lifetime of the grant. The process of applying for sequential funding begins with a noncompeting application. Each year of the grant, continuation funding is provided based on the original application request. Funding is also contingent upon satisfactory performance, available appropriations and that continued support is in the best interests of the Federal government and the public.

The Tribal Colleges Equity Grant Program (TCEG) provides funding for the 1994 Land-Grant institutions to enhance educational opportunities for Native Americans by strengthening instructional programs in the food and agricultural sciences. This RFA is for continuation of funding. The Equity program has six main mission goals that guide funded projects. They are:

  1) Curricula Design and Materials Development
  2) Faculty Development and Teacher Preparation
  3) Student Experiential Learning
  4) Equipment and Instrumentation for Teaching
  5) Student Recruitment and Retention
  6) Instruction Delivery Systems and Strategic Partnerships

PART II – AWARD INFORMATION

A. Available Funding

This RFA covers the second year of funding in a four-year grant. Funds available for continuation awards under the program in FY 2011 are approximately $3,342,000. For this RFA, applications should not exceed a total budget request of $93,750 per applicant. NIFA reserves the right to adjust 2011 funding levels contingent upon money available.

B. Type of Application

Only continuation applications are to be submitted in response to this RFA.

PART III – ELIGIBILITY INFORMATION

A. Eligible Applicants

Only awardees with a continuation award under the program whereby the NIFA Program Contact requested the awardee submit an application for an additional year of funding are eligible to respond to this RFA. **Unsolicited applications will not be considered.**

The 30 eligible applicants are as follows:

Institution Name	Award Number
Bay Mills Community College	2010-38421-21145
Blackfeet Community College	2010-38421-21298
Cankdeska Cikana Community College	2010-38421-21441
Chief Dull Knife College	2010-38421-21197
College of Menominee Nation	2010-38421-21249
Dine' College	2010-38421-21504
Fort Belknap College	2010-38421-21299
Fort Berthold Community College	2010-38421-21493
Fort Peck Community College	2010-38421-21193
Haskell Indian Nations University	2010-38421-21742
Institute of American Indian Arts	2010-38421-21647
Lac Courte Oreilles Ojibwa Community College	2010-38421-21208
Leech Lake Tribal College	2010-38421-21374
Little Big Horn College	2010-38421-21296
Little Priest Tribal College	2010-38421-21290
Navajo Technical College	2010-38421-21295
Nebraska Indian Community College	2010-38421-21373
Northwest Indian College	2010-38421-21248
Oglala Lakota College	2010-38421-21400
Saginaw Chippewa Tribal College	2010-38421-21278
Salish Kootenai College	2010-38421-21277

Sinte Gleska University	2010-38421-21245
Sisseton Wahpeton College	2010-38421-21276
Sitting Bull College	2010-38421-21279
Southwestern Indian Polytechnic Institute	2010-38421-21759
Stone Child College	2010-38421-21300
Tohono O`odham Community College	2010-38421-21207
Turtle Mountain Community College	2010-38421-21407
United Tribes Technical College	2010-38421-21440
White Earth Tribal and Community College	2010-38421-21292

B. Cost-Sharing or Matching

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp.

2. The application package must be obtained via Grants.gov, go to http://www.grants.gov, click on "Apply for Grants" in the left-hand column, click on "Step 1: Download a Grant Application Package and Instructions," enter the funding opportunity number USDA-NIFA-TCEG-003323 in the appropriate box and click "Download Package." From the search results, click "Download" to access the application package.

    Contained within the application package is the "NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov." This

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Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (http://www.grants.gov). Grants.gov assistance is also available as follows:

> Grants.gov customer support
> Toll Free: 1-800-518-4726
> Business Hours: 24 hours a day, 7 days a week. Closed on Federal Holidays.
> Email: support@grants.gov

See http://www.nifa.usda.gov/funding/electronic.html for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts IV, V, and VI of the document entitled "NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov." This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to "Convert Documents to PDF" on http://grants.gov/assets/PDFConversion.pdf.

1. SF 424 R&R Cover Sheet
Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

a. Field 4. Federal Identifier – Enter the NIFA award number of the award to be continued (the number in Block 1. of Form NIFA-2009, Award Face Sheet, of the original award document).

b. Field 8. Type of Application – Select "Continuation."

c. Field 11. Descriptive Title of Applicant's Project – The title should be exactly as it appeared on the award to be continued (Block 18. of Form NIFA-2009 of the original award document).

d. Field 13. Proposed Project – The start date of the project should be the same as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document). The end date should be the end date as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document) plus an additional year.

e. Field 20. Pre-application – Do not fill out this portion of the form.

2. SF 424 R&R Project/Performance Site Location(s)
Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information
Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract – **PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support.

Specifications are as follows:

1. The summary should not exceed 250 words.
2. Include the names and affiliated organizations of all PDs and Co-PDs.
3. Include the title of the project (must be descriptive of the program).
4. The summary must be a self-contained specific description of the activity to be undertaken and should focus on goals, strategies and anticipated project outcomes.
5. List which of the program focus area(s) you will be addressing:

   - Curricula Design and Materials Development
   - Faculty Development and Teacher Preparation
   - Student Experiential Learning
   - Equipment and Instrumentation for Teaching
   - Student Recruitment and Retention
   - Instruction Delivery Systems and Strategic Partnerships

b. Field 8. Project Narrative – **PDF Attachment.**

   The narrative should be in two parts and **not more than 5 pages.**
   Project Narrative must include the following:

The first part: A report on process from year one (2010) activities with special emphasis on any impact the grant is having thus far.

The second part: A project work statement covering the work to be completed under the increment of funding currently being requested. The objectives must be the same as those outlined in the approved proposal.

A narrative for the second year activities should include these headings:

- Opportunity Statement
- Target Audience
- Specific Objectives and Activities
- Long-Term Benefits to the College
- Key Personnel and Responsibilities
- Stakeholder Input Plan Update
- Time Frame for Activities
- Expected Outcomes and Evaluation

Critical parts of the 2011 Narrative:

Stakeholder Input Plan Update: Please review your 2010 application and provide an additional update that lists any changes or plans for consulting stakeholders in your institution, reservation or client area concerning the efficacy of the current Equity program and the needs that it is addressing.

The Expected Outcomes and Evaluation: In this section provide a baseline measurement or initial "starting point" that the project will address. At the end of the grant year this baseline will help to document progress. Success need not be dramatic, but it should show movement towards a goal. This "before and after" measurement of progress will be used in the 2012 application and in required progress reports. Even if expectations are not met, the results can guide a discussion of new approaches which can be used to improve future outcomes. Applicants are not limed to one baseline, but must have at least one. Examples of baselines you could establish include.

Number of students involved or impacted
Number of students earning certificates or degrees
Number of students graduating
Number of students entering workforce based on training received
Number of students going on to four-year school or graduate school
Number of faculty obtaining advanced degrees
Number of high school students intending to apply to college
Number of students retained
Improvement in Students' knowledge before and after exposure to a curriculum
Number of faculty adopting a newly designed curriculum

The use of Logic Models is strongly encouraged. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used to develop your project **before** writing your proposal.

This link may be helpful as you plan your logic model.

http://www.csrees.usda.gov/nea/education/in_focus/tribal_if_tribal.html

c. Field 9. Bibliography & References Cited – **A bibliography & references cited list is not required under this RFA**. Do not complete and submit a bibliography and references cited list.

d. Field 10. Facilities & Other Resources – **A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application**.

e. Field 11. Equipment – **An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application**.

f. Field 12. Other Attachments – An annual financial report, SF 425 (previously SF 269) must be submitted with your application and attached under Block 12

4. R&R Senior/Key Person Profile (Expanded)
Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

a. The amount of grant funds requested should be for FY 2011 and for $93,750. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each subaward/subcontract, use the R&R Subaward Budget Attachment(s) Form.

b. Field H. Indirect Costs –

Section 7132 of the Food, Conservation, and Energy Act of 2008, amended the National Agriculture Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), limits indirect costs to 22 percent of the total Federal funds provided under each award. In addition, any collaborating institution may also take 22 percent from their portion of the grant, provided they have an official negotiated indirect cost rate from the U.S. Department of Health and Human Services.

c. Field K. Budget Justification – **PDF Attachment. There is no page limit**.

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget. If consulting,

collaborative, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant and cost breakdown must be included. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts).

7. <u>Supplemental Information Form</u>
Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

a. Field 2. Program Code. Enter the program code name (TCEG) and the program code (KX).

b. Field 8. Conflict of Interest List. A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

C. Submission Date and Time

Applicants must submit their continuation application by January 28, 2011 by 5:00 PM Eastern Time.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

<u>Carefully Monitor for Confirmation E-mails from Grants.gov</u>

Institutions (the submitting official) will receive 3 emails from Grants.gov on the progress of their submission. Applicants should be monitoring their Inbox for e-mail messages that confirmation their submission status. The confirmation e-mails are as follows:

- First e-mail: Confirms receipt of the application by the Grants.gov system.
- Second e-mail: indicates that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected due to errors.
- Third e-mail: confirms that the application has been passed to Grants USDA

If applicants do not receive the first 2 e-mails within 24 hours they should contact Grants.gov to determine what corrective steps need to be taken. Be sure to obtain a case number from the Grants.gov help desk for future reference.

The third e-mail message should arrive within two weeks. If it does not, please call the National Program Leader, Tim Grosser at 202-690-0402. You should have a grant number if you received the first two mails. Be sure to have that number when you call, so your application can be tracked

Once the application has been accepted it will be assigned a proposal number, this number should be cited on all future correspondence.

If the AR has not received ANY correspondence **from NIFA** regarding a submitted application within 15 days of submission of the application, please contact the NIFA Program Contact (see above) and request the proposal number assigned to the application.

D. Funding Restrictions

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary to conduct the project.

Section 7132 of the Food, Conservation, and Energy Act of 2008, (Pb. L. 110-246) amended section 1462(a) of the National Agriculture Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), on recovery of indirect cost on awards made by NIFA under this program may not exceed the lesser of the institution's official negotiated indirect cost rate of the equivalent of 22 percent of total Federal funds awarded**.**

The following list of costs, although not all-inclusive, **are not permitted**:

- Entertainment
- Meals (except when provided to maintain the continuity of a meeting)
  Tickets to shows or sporting events
- Alcoholic beverages
- Costs associated with banquets and award ceremonies
- Incentives

Awards and Certificates of Achievement are disallowed by 2 CFR Part 200 – Cost Principles for Educational Institutions, and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Neither Tribal Colleges Research Grants Program nor Tribal Colleges Extension Projects are supported under this program.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR Part 220- Cost Principles for Institutions of Higher Education some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the alterations, renovations, or repairs are essential to achieving the major purpose of the project. Equity grant funds may not be used for endowment investing

PART V – NIFA Program Checks

Note: This is the second year of a four year grant. The initial awards was issued in 2010. The applications will be subject to an internal NIFA recommendation group that checks for:

- Application completion
- Consistency with the 2010 application and consistency with 2010 4-year plan
- Performance baselines and indications of progress

Recommendations will be provided to project directors as needed and will not affect funding.

PART VI—AWARD ADMINISTRATION

A. – C. Reserved.

D. Expected Program Outputs and Reporting Requirements

Project Status Reports:

For continuations, an annual progress report must be electronically submitted through the REEport system within 90 days prior to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of this report will delay processing of the incremental funding and failure to submit this report will result in the restriction of the funding increment.

Annual performance reports must include the following information, relative to expected outcomes:

1) A comparison of actual accomplishments with the goals established for the reporting period;
2) If established goals were not met, the reasons;
3) Documentation of outputs; i.e., significant activities, including dissemination activities, events, services or products that contribute toward achieving the goals and objectives of the project;
4) Outcomes/impacts; i.e., a change in knowledge, actions or conditions; and
5) Any other indication of increased capacity for carrying out the land grant mission

PART VII – AGENCY CONTACT

Tim Grosser
National Program Leader
National Institute of Food and Agriculture
U.S. Department of Agriculture
Waterfront Centre
Telephone: 202-690-0402
E-mail: tgrosser@NIFA.usda.gov

PART VIII – Reserved.